

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 7th, 2020 – 10:00 A.M.

Pursuant to M.S. 375.07, the Board of Commissioners of Pennington County met in the Justice Center County Board Room in Thief River Falls, Minnesota, on Tuesday, January 8th, 2020 at 10:00 a.m. Members present: Donald Jensen, Neil Peterson, Darryl Tveitbakk, and Bruce Lawrence. Members absent: Cody Hempel.

The Pledge of Allegiance was recited.

The County Board proceeded to organize for the year 2020 with the County Auditor-Treasurer assisting by calling for nominations for Chairman. Commissioner Peterson nominated Commissioner Tveitbakk as Chairman for 2020. Commissioner Jensen moved, seconded by Commissioner Lawrence, that nominations cease and that a unanimous ballot be cast for Commissioner Tveitbakk as Chairman. Motion unanimously carried.

Commissioner Tveitbakk then called for nominations for Vice-Chairman. Commissioner Peterson nominated Commissioner Jensen as Vice-Chairman. Commissioner Peterson moved, seconded by Commissioner Lawrence, that nominations cease and that a unanimous ballot be cast for Commissioner Jensen as Vice-Chairman. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Peterson, that the County Board express their appreciation to Commissioner Lawrence for serving as Chairman in 2019. Motion carried.

Moved by Commissioner Peterson, seconded by Commissioner Jensen, that the dates for the regular meetings of the Board will be the second Tuesday at 10:00 a.m. and the fourth Tuesday at 5:00 p.m. of each month unless otherwise called, with the exception of the January meeting that is set by law. Motion unanimously carried.

Moved by Commissioner Jensen, seconded by Commissioner Peterson, and pursuant to MS471.96, elected and appointed officials of the County be designated as representatives of the County in their respective State Association and are eligible for reimbursement of expenses by-law with presentation of verified claims. Motion unanimously carried.

Moved by Commissioner Lawrence, seconded by Commissioner Peterson, to appropriate and set aside in the Revenue Fund and authorize the Auditor-Treasurer to pay necessary expenses for postage, freight, telephone, water, lights, and other utilities as provided by MS375.16 as amended. Motion unanimously carried.

Commissioner Jensen introduced the following resolution and moved for its adoption:

RESOLUTION

BE IT RESOLVED that the official newspaper of Pennington County shall be The Times for the year 2020, published weekly, each Wednesday, in Thief River Falls.

The foregoing resolution was duly seconded by Commissioner Peterson, and upon vote was unanimously adopted.

Commissioner Lawrence introduced the following resolution and moved its adoption:

RESOLUTION

BE IT RESOLVED, that pursuant to the by-laws of the Association of Minnesota Counties; the following officers are named delegates of the County of Pennington, to-wit: Commissioners, Engineer, Auditor-Treasurer and County Attorney. Other officers may be authorized by the Board to attend as non-voting members.

The foregoing resolution was duly seconded by Commissioner Jensen, and upon vote was unanimously carried.

The County Board reviewed the insurance premiums for the County's Workmen's Compensation, Property, Liability and error and omission policies. The insurance policies are all through the Minnesota Counties Intergovernmental Trust. Commissioner Lawrence moved, seconded by Commissioner Peterson, to approve the insurance premium rates for 2020 and authorize the County Auditor-Treasurer to pay by Auditor Warrant. Motion unanimously carried.

The County Board reviewed a list of Committee, Boards, and meetings that would allow for a per diem to be paid. Moved by Commissioner Peterson, seconded by Commissioner Jensen, to approve the following list of committees, boards, and meetings as meetings authorized to charge a per diem of attending on behalf of Pennington County. Motion unanimously carried.

- Airport Zoning Advisory Committee
- AMC Legislative Review Committee
- Annual Township Meetings
- Area Transportation Plan
- Association of Minnesota Counties Meetings
- Building and Maintenance Committee
- BWSR Wetland Meetings
- Chamber of Commerce
- Emergency Management Committee
- Extension Committee
- Family Service Collaborative
- Feedlot Meetings
- Gravel Tax Committee
- Highway Committee
- Household Hazardous Waste Meetings
- Human Service Committee

Insurance Committee
Inter-County Community Council
Job's Inc. Board
Joint City/County Meetings
Juvenile Training Center Board
Law Enforcement Committee
Law Library Committee
Government Relations
Minnesota Rural Counties
MNDOT County – Joint Facilities Committee
Northern Counties Land Use Coordinating Board
Northland Community and Technical College Advisory Committee
Northwest Minnesota Joint Powers Board
Northwest Regional Library Board
Northwest Minnesota Regional Emergency Communication Board
Land of the Dancing Sky Area Agency on Aging
NWRDC Board
NWRDC Transportation Committee
Pennington County Housing Loan Fund
Personnel Committee
Pine to Prairie Drug Task Force
Pioneer Village Board
Red Lake River Corridor
Red Lake Watershed Meetings
Red River Basin Joint Powers Board
Red River Valley Development
Regional Insurance Board
Regional Transportation Coordinating Council
Road, Bridge, and Culvert Committee
Safety Committee
Solid Waste Committee
Special County Board Meetings
Technology Committee
Thief River Falls Regional Airport Authority
Special County Board Meetings
TRF Community Fund
Thief River Falls Library Board
Pennington County Water Resource Advisory Committee
Thief River 1 Watershed 1 Plan Policy Committee
Red Lake 1 Watershed 1 Plan Policy Committee

Also, any other Committees that are established by the County Board or appointments made or meeting attended while representing Pennington County.

The following resolution was motioned by Commissioner Jensen, seconded by Commissioner Lawrence, and upon vote was unanimously carried.

RESOLUTION

BE IT RESOLVED, that an employee that has been given a County vehicle for their use and the employee chooses to use their own vehicle anyway, the employee will not be reimbursed the County mileage rate unless the vehicle assigned to them is inoperable.

BE IT FURTHER RESOLVED, that the meal reimbursement for travel outside the County shall not exceed \$15 for breakfast, \$20 for a noon meal and \$30 for an evening meal; that meal reimbursement shall be made for the exact expenditure and not the maximum amount allowed; tips allowed up to 15%, itemized receipts, not totals receipts, must be attached to the claim form or no reimbursement will be made; no alcoholic beverages will be reimbursed,

BE IT FURTHER RESOLVED, that there shall be no reimbursement for meals within the County of Pennington,

BE IT FURTHER RESOLVED, that the meal reimbursement without lodging shall be submitted on a claim form, with receipt (s) attached, to be processed through payroll whereby withholding tax and FICA will be deducted and that meal reimbursements with overnight lodging will not enter into the payroll system,

BE IT FURTHER RESOLVED, that the County Auditor and Human Service Director are hereby given the authority to adjust the amounts of reimbursement if the above policy is not followed,

BE IT FURTHER RESOLVED that this meal and mileage policy shall be effective January 1st, 2020 and shall be reviewed at the County Board's discretion.

Motioned by Commissioner Jensen, seconded by Commissioner Lawrence, to appoint Barb Natvik and Curt Swanson to a three-year term on the Pennington County Extension Committee effective January 1st, 2020. Motion carried.

Motioned by Commissioner Jensen, seconded by Commissioner Lawrence, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2020, as per MN Statutes 3901.005. Motion carried.

Moved by Commissioner Jensen seconded by Commissioner Peterson, to approve the following appointments. Motion unanimously carried.

- Road, Bridge, and Culvert Committee
Commissioners: Jensen, Hempel, Peterson, Tveitbakk, and Lawrence
- Human Service Committee
Commissioners: Jensen, Hempel, Peterson, Tveitbakk, and Lawrence
- Law Library Committee
Commissioner Lawrence
- Building & Maintenance Committee
Government Center/Old Courthouse- 101 Main Ave. N:
Commissioner Tveitbakk

Commissioner Lawrence
County Auditor-Treasurer Ken Olson

Human Services Building:

Commissioner Tveitbakk
Commissioner Lawrence
County Auditor-Treasurer Ken Olson
Human Services Director Julie Sjostrand

LEC/ Justice Center:

Commissioner Tveitbakk
Commissioner Lawrence
County Auditor- Treasurer Ken Olson
Sheriff Ray Kuznia

- Thief River Falls Airport Zoning Commission
Commissioner Peterson
County Auditor-Treasurer Ken Olson
Thief River Falls Chamber of Commerce Representative
Commissioner Hempel
- Inter-County Community Council Board
Commissioner Jensen
- Northwest Regional Development Commission Transportation Committee
Commissioner Jensen
- Job's Inc. Advisory Board
Commissioner Hempel
Commissioner Tveitbakk, Alternate
- Red Lake River 1 Watershed 1 Plan Policy Committee
Commissioner Jensen
- Red Lake River Corridor
Commissioner Lawrence
- County Extension Committee
Commissioner Peterson
Commissioner Jensen
- Pennington County Historical Society
Commissioner Lawrence
- Pennington County Water Resource Advisory Committee
Commissioner Peterson
- Thief River 1 Watershed 1 Plan Policy Committee
Commissioner Peterson
- Solid Waste Committee
Commissioner Peterson
Commissioner Lawrence
- Highway Committee
Commissioner Jensen
Commissioner Peterson
- Household Hazardous Waste Joint Powers Board
Commissioner Lawrence
Commissioner Jensen, Alternate

- Land of the Dancing Sky Area Agency of Aging Board & Region 1 Aging Advisory Committee
Commissioner Lawrence
Commissioner Jensen, Alternate
- Regional Insurance Advisory Board of the Northwest Service Cooperative
County Auditor-Treasurer Ken Olson
Deputy Auditor-Treasurer Kevin Erickson, Alternate
- Northwest Regional Library Board and Thief River Falls Library Board
Commissioner Tveitbakk
- Minnesota Rural Counties Board
Commissioner Jensen
Commissioner Peterson, Alternate
- Northern Counties Land Use Board
Commissioner Peterson
Commissioner Jensen
- Northwest Regional Emergency Communications Board
Commissioner Lawrence
Commissioner Hempel, Alternate
- Comprehensive Local Water Plan JPB Board
Commissioner Peterson
- Pennington County Affordable Housing Fund Advisory Board
Commissioner Peterson
- Inter County Nursing Service
Commissioner Lawrence
- Personnel Committee
Commissioner Jensen- Chairman
Commissioner Tveitbakk
- Pennington County Safety Committee
Commissioner Lawrence
- Technology Committee
Commissioner Hempel
Commissioner Lawrence
- Gravel Tax Committee
Commissioner Peterson
- Law Enforcement Committee
Commissioner Jensen
Commissioner Tveitbakk
- Emergency Management Committee
Commissioner Jensen
Commissioner Tveitbakk
(usually Chairman & Vice Chairman)
- 2020 AMC Policy Committee Appointments
Environment & Natural Resources - Neil Peterson
General Government - Darryl Tveitbakk
Health & Human Services - Cody Hempel
Public Safety - Bruce Lawrence
Transportation & Infrastructure - Don Jensen
- Pine to Prairie Drug Task Force Joint Powers Governing Board
Commissioner Jensen

- Northwest Regional Development Commission Board
Commissioner Lawrence
- Government Relations Committee
Commissioner Jensen
Commissioner Tveitbakk
- Regional Transportation Coordinating Council (RTCC)
Commissioner Jensen

The County Board then reviewed the individual ditch levies as recommended by the committee. Moved by Commissioner Jensen, seconded by Commissioner Peterson, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2019, payable in 2020, in the following amounts. Motion unanimously carried.

CD#16-100%	CD#21-50%	JD#13P/RL-2.0%	CD#36-20%
CD#32-5%	CD#33-25%	CD#35-50%	CD#41-1.5%
CD#37-50%	CD#38-30%	CD#39-20%	CD#45-50%
CD#42-40%	CD#43-25%	CD#44-5%	CD#55-80%
CD#46-10%	CD#47-25%	CD#53-20%	CD#62-40%
CD#57-30%	CD#58-10%	CD#59-20%	CD#74-15%
CD#70-4%	CD#71-60%	CD#73-10%	JD#1-25%
CD#75-30%	CD#77-5%	CD#96-5%	JD#18-25%
JD#11-10%	JD#13-15%	JD#15-20%	JD#60-5%
JD#25-3-1%	JD#30-5%	JD#31-4%	JD#30BrA-2%

County Auditor-Treasurer Ken Olson reviewed the donations received in 2019. It was recommended from the State Audit Team that all donations received be approved by the County Board. It was moved by Commissioner Lawrence, seconded by Commissioner Jensen, to approve and accept donations received in 2019 as follows:

D.A.R.E. -	\$ 5,021.00
Sentence to Serve (misc. services & wood) -	\$41,340.50
Auditorium (study) -	\$ 2,000.00
Day at the Fair -	\$ 500.00

Motion carried.

Peter Nelson, Pennington County Soil & Water Conservation District, reviewed a summary of the Thief River Comprehensive Watershed Management Plan and the process of planning partners that were part of the plan development. We will be able to access additional state funding through the plan.

Commissioner Peterson thanked Peter Nelson for all the work he did to get this plan completed. Commissioner Peterson moved, seconded by Commissioner Jensen, to approve the Thief River Comprehensive Watershed Management Plan as submitted.

Peter Nelson then made a request that the County Board pass a resolution to extend the expiration date of the Pennington County Comprehensive Local Water Management Plan from May 26th, 2020 to December 31, 2025. This extension which the Minnesota Board

of Water and Soil Resources has authorization to grant and allow additional time for Pennington County to complete the Comprehensive Watershed Management Plan through the One Watershed One Plan Program.

The following resolution was introduced by Commissioner Jensen, seconded by Commissioner Peterson, and upon vote was unanimously carried.

Resolution to Extend the Pennington County Comprehensive Local Water Management Plan

WHEREAS, Minnesota Statutes 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan, and
WHEREAS, Pennington County currently has a state approved Comprehensive Local Water Management Plan that covers the period of July 27, 2010 through May 26, 2020, and
WHEREAS, Pennington County is currently transitioning to Comprehensive Watershed Management Planning in accordance with Minnesota Statutes 103B.801, and
WHEREAS, Pennington County has completed and adopted the Red Lake River Comprehensive Watershed Management Plan, and
WHEREAS, Pennington County has completed the Draft Thief River Comprehensive Watershed Management Plan anticipated to be submitted to BWSR in February 2020, and
WHEREAS, Pennington County assures continued effort toward completion of Comprehensive Watershed Management Plans through the One Watershed One Plan Program, and
WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes 103B.3367;
NOW, THEREFORE, BE IT RESOLVED, the Pennington County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective date of the current County Comprehensive Local Water Management Plan until December 31, 2025 in order to complete the update process in accordance with Minnesota Statutes 103B.801.

Motioned by Commissioner Lawrence, seconded by Commissioner Jensen, to approve payment of the Human Services warrants totaling \$52,598.04 and also the following Commissioner warrants. Motion carried.

County Revenue	\$ 148,349.57
Road & Bridge	\$ 16,139.24
Solid Waste Facility	\$ 150.00
Justice Center Jail Bond Fund	\$ 288,850.01
Justice Center Capital Improvement	\$ 576,103.13
Ditch Funds	\$ 54,907.50

Moved by Commissioner Jensen, seconded by Commissioner Lawrence, to approve the minutes of the December 27th, 2019 County Board meeting as written. Motion carried.

The County Board then reviewed the Correction Facility Fees and the recommendations from the Law Enforcement Committee. Commissioner Jensen moved, seconded by Commissioner Lawrence, to approve the following fees for the Pennington County Correction Facility effective February 1st, 2020. Motion carried.

<u>Description of Fee</u>	<u>Approved Fee</u>
Booking Fee	\$25.00
Urinalysis (UA)	\$15.00 and full cost for lab confirm
Huber	\$25.00/day
Out of County Huber	\$50.00/day
Maintenance/Locker Key	\$20.00
Huber Meal Cost	Breakfast \$5.00 Lunch \$5.00 Supper \$5.00
Inmate Nurse Request	\$10.00
Rx Medication	Cost of Medication
Over the Counter Medication (OTC)	\$1.00/Dose
ER Visits	\$35.00 Co-pay or full cost for sentenced/convicted
Dental Visit	\$35.00 Co-pay or full cost for sentenced/convicted
Mental Health Visit	\$00.00 Co-pay or full cost for sentenced/convicted
Public applicant fingerprints	\$15.00
Inmate boarding (another county)	\$55.00
High risk offender boarding	\$75.00

The County Board then discussed changing the time of the February 25th, 2020 Board Meeting to allow the County Board to attend the Association of Minnesota Counties Legislative Conference starting that day in St. Paul, MN.

Moved by Commissioner Peterson, seconded by Commissioner Jensen, to change the time of the February 25th, 2020 County Board Meeting from 5:00 p.m. to 8:00 a.m. Motion carried.

County Sheriff Ray Kuznia and Jail Administrator Dave Casanova then made a request to purchase three walkie talkies to be used by the Corrections Staff in the Jail. Approximate cost is \$6,800.00. Moved by Commissioner Jensen, seconded by Commissioner Lawrence, to purchase three new walkie talkies as requested for use in the Jail Facility. Motion carried.

Moved by Commissioner Lawrence, seconded by Commissioner Peterson, to approve the purchase of two personal computers for Sentence to Serve. Motion carried.

The County Sheriff still recommends no travel on the Thief and Red Lake Rivers.

Moved by Commissioner Peterson, seconded by Commissioner Lawrence, to adjourn to 5:00 P.M. on Tuesday, January 28th, 2020. Motion carried.

ATTEST:

Kenneth Olson, Auditor-Treasurer
Pennington County

Darryl Tveitbakk, Chairman
Board of Commissioners